

Great Job Opportunity for Graduating Psychology Major

Full-time intake coordinator/office manager for busy professional psychotherapy practice

Duties: Answering phones, conducting telephone pre-screenings, providing prospective patients with information about cognitive-behavioral therapy, greeting patients, staff scheduling, payroll calculations, and other administrative duties.

Education: BA or BS in Psychology preferred.

Training and Experience: Familiarity with Microsoft Word and Excel. Exceptional interpersonal skills, both with patients and a staff of psychologists. Knowledge of web design and web profile enhancement a plus.

Contact: Steven Phillipson – phill666@aol.com

This position requires exceptional interpersonal qualities, both with patients and a staff of psychologists. Handling difficult situations with diplomacy and tact is a basic requirement. A strong command of the English language is a necessity. The position will involve using Microsoft Word, Excel, and Google Calendar. Additional specific tasks will include answering phones, conducting telephone pre-screenings, providing prospective patients with information about cognitive-behavioral therapy, greeting patients, staff scheduling, payroll calculations, and keeping the staff in

compliance with the center's guidelines. The ability to multi-task and manage the entire business operation of a private practice is necessary. Applicants who possess basic web design and web profile enhancement will be given special consideration. You will also supervise at least two administrative staff members. The Center has an outstanding reputation both nationally and internationally, and therefore the person who fills this position must reflect the standards of our organization. This job is especially suited for an individual who has recently graduated or is expected to graduate from college as a Psychology major and is considering furthering their career in this field. He/she will have the opportunity to participate in group supervision with psychologists and to obtain other relevant experiences in our group private practice. Specific required hours are Mondays: 12 noon to 9pm; Tuesdays through Thursdays: 10am to 7pm; Fridays: 9am to 5pm. A skills test for both Microsoft Word and Excel will be given at the first of two interviews; please apply only if you possess competence in both of these areas. Please provide resume, and work (not personal) references with OFFICE phone numbers, along with your cover letter. Please indicate why you feel appropriate for the position and what contributions and attributes especially qualify you for the position. Reply to phill666@aol.com.